



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA **22304-6100**

CH 1
DoD 4000.25-2-M

DLSSO

CHANGE NO. 1
DoD 4000.25-2-M

28 Nov 88

MILITARY STANDARD TRANSACTION REPORTING AND "ACCOUNTING PROCEDURES

1. This change to DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (M **ILSTRAP**), is published by direction of the Assistant Secretary of Defense (Production and Logistics) (**ASD(P&L)**) under the authority of DoD Directive 4000.25, Administration of Defense Logistics Standard Systems.

II. This change includes revisions:

A. Implementing Approved M **LSTRAP** Change Letter (**AMCL**) 51, Standard Timeframes for Processing Small Arms Receipt/Issue Transactions. This change revises chapter 12, **Small** Arms Serial Number Registration and Reporting; adds a new appendix **B1** document identifier code and appendix C30 format for the **Small** Arms Receipt/Shipment Followup; adds a new Small Arms Transaction Code A to appendix B13; and clarifies the transaction date entry in the appendix C32, Weapon Serial Number Control format. Changes to the chapter **12** procedural processes are identified by marginal asterisks. The chapter has been reorganized and changes in section/paragraph numbers (including those referenced in the text) are not asterisked, to permit easy identification of the procedural changes.

B. Announced by **DLSSO-B** message, 1920152 Aug 87, (NOTAL), subject: Additional Army Activity Authorized to Request Logistic Asset Support Estimates (**LASE**), adding Army Activity A12, **DoDAAC W58HZ1**, to chapter 14, section H. The change is identified by a marginal asterisk.

c. Including administrative changes, not previously staffed but identified by marginal asterisks, to:

1. Revise chapter 1, section D, and chapter 7, section A, to include a new exclusion for National Defense Stockpile assets now under the management of the Defense **Logistics** Agency.

2. Add a new paragraph 8 to chapter 12, section B, General Requirements, to reference existing DoD 51 00.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives, requirements for DoD Components to report lost, stolen, unaccounted for, and/or recovered small arms.

3. Provide general guidance in appendix C, Introduction, for quantity, day, and date entries.

D. Incorporating editorial corrections, not previously staffed and not identified by marginal asterisks, to:

1. Include editorial changes in the Table of Contents, Definitions and Terms, chapter 12, chapter 13, chapter 14; appendix B, Index; appendix **B1**, appendix **B19**, and the appendix C formats.
2. Revise publication dates in the References.
3. Change DoD Directive 7420.1, Regulations Governing Stock Fund Operations, to DoD 7420.13-R, Stock Fund Operations, in References and the chapter 7 text.
4. Change DoD Instruction 7420.11, Chart of Accounts and Financial Reports for Department of Defense Stock Funds, to DoD 7220.9-M, Department of Defense Accounting Manual, in References and the chapter 7 text.
5. Correct the name of the Federal Acquisition Regulation and the DoD Federal Acquisition Regulation Supplement in References and appendix **B19**.
6. Change the name of the Physical Security/Pilferage Code to the Controlled Inventory Item Code in chapter 7, appendix **B19**, and the appendix C formats.
7. Achieve compatibility between the appendix **B1** document identifier code titles and the appendix C format titles, and revise the Table of Contents and appendix C Index accordingly.
8. Revise the record positions cited in appendix **B9** for Reject Advice Code AB to agree with the appendix C reject transaction format.
- 9* Reference the Federal Acquisition Regulation (FAR), versus the DoD FAR Supplement (DFARS), in appendix **B19** as the source document for procurement data elements when the entries are assigned/prescribed by **non-DoD** Integrated Materiel Managers.
10. Delete NAVSUP Publication 437 from References, delete the entry in appendix **B19** referencing NAVSUP Publication 437, and revise the appendix C53 entry for record positions 70-73 to provide for entry of internally prescribed data in all **intra-Serv**ice/Agency transactions.
11. Standardize the data element names and the explanation and instructions for data entries in the appendix C formats.

III. Remove pages listed below and insert revised pages.

Remove Old

Foreword
v thru viii
xvii thru xix
xxvii and xxviii
1-1 and 1-2
7-1 and 7-2
7-11 and 7-12
7-17 and 7-18
12-1 thru 12-10
13-5
14-1 thru 14-7

Insert New

Foreword
v thru **viii**
xvii thru xix
xxvii and xxviii
1-1 and **1-2**
7-1 and 7-2
7-11 and 7-12
7-17 and 7-18
12-1 thru 12-12
13-5
14-1 thru 14-7

Remove Old

B-1
B1-9 thru B1-14
B9-1 and B9-2
B13-1 and B13-2
B19-1 and B19-2
C-i thru C-iv
c-1
C1-1 thru C1-3
C2-1 and C2-2
C3-1 and C3-2
C4-1 thru C4-3
C5-1 thru C5-3
C6-1 and C6-2
C9-1 thru C9-3
C10-1 and C10-2
C11-1 thru C11-3
C13-1 and C13-2
C19-1 thru C19-4
C26-1 and C26-2

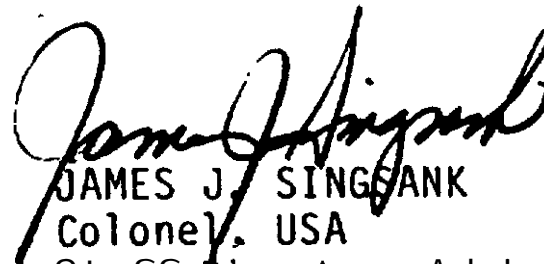
C31-1
C32-1 and C32-2
C33-1 and C33-2
C35-1 thru C35-3
C36-1 thru C36-3
C53-1 thru C53-3
C57-1 thru C57-3
C59-1 thru C59-3

Insert New

B-1
B1-9 thru B1-14.1
B9-1 and B9-2
B13-1 and B13-2
B19-1 thru B19-3
C-i thru C-iv
C-1 and C-2
C1-1 thru C1-3
C2-1 and C2-2
C3-1 and C3-2
C4-1 thru C4-3
C5-1 and C5-2
C6-1 and C6-2
C9-1 thru C9-3
C10-1 and C10-2
C11-1 thru C11-3
C13-1 and C13-2
C19-1 thru C19-4
C26-1 and C26-2
C30-1 and C30-2
C31-1
C32-1 and C32-2
C33-1 and C33-2
C35-1 thru C35-3
C36-1 thru C36-3
C53-1 thru C53-3
C57-1 thru C57-3
C59-1 and C59-2

lv. Changes contained in this formal change were effective 1 Nov 87. This change sheet will be filed in front of the publication for reference purposes, after changes have been made.

BY ORDER OF THE DIRECTOR


JAMES J. SINGSANK
Colonel, USA

Staff Director, Administration

DISTRIBUTION



DEFENSE LOGISTICS AGENCY

HEADQUARTERS
CAMERON STATION

ALEXANDRIA, VIRGINIA 22304-6100

COD 4000.25-2-M

DLSSO (DLA-L)

1 May 1987

★★

FOREWORD

This publication constitutes a complete revision, of the Department of Defense Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) Manual (DoD 4140.22-M), 3 January 1977. The purpose of this revision is to consolidate numerous changes issued since March 1977.

This publication is applicable to the Office of the Secretary of Defense, Unified and Specified Commands, Organization of the Joint Chiefs of Staff, Military Departments, Defense Agencies, and by agreement, to other organizations participating in the Defense Logistics Standard Systems (DLSS). The MILSTRAP manual is published by the direction of the Assistant Secretary of Defense (Production and Logistics) under the authority of DoD Directive 4000.25, Administration of Defense Logistics Standard Systems, and is reissued to reflect the publication number of its authorizing DoD Directive.

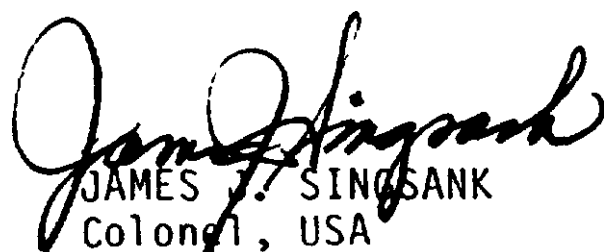
References to the Services in this manual include the U.S. Army, the U.S. Navy, the U.S. Air Force, the U.S. Marine Corps, and the U.S. Coast Guard. References to Agencies include the Defense Nuclear Agency, the Defense Logistics Agency, and the General Services Administration (chapter 11 and appendix B6).

It is intended that this manual be maintained and implemented at the Service/Agency headquarters level. Department of Defense activities requiring additional copies of this manual should submit requests through their Service or Agency office responsible for issuing publications. Activities outside the Department of Defense may obtain copies of this manual from the Defense Logistics Agency, ATTN: DLA-XPD, Cameron Station, Alexandria, VA 22304-6100.

Recommendations for revisions to this manual are encouraged. All proposed revisions or corrections should be sent to the designated focal point identified in chapter 1, section J.

This manual is effective 1 May 1987.

BY ORDER OF THE DIRECTOR


JAMES J. SINGSANK
Colonel, USA

Staff Director, Administration

DISTRIBUTION

41

This DoD publication supersedes the basic DoD 4140.22-M, MILSTRAP, 3 Jan 77, and formal Changes 1 through 15.

★★ Page replaced by Change 1.

		Page No.	
CHAPTER 8	ASSET STATUS REPORTING	8-1	
A.	General	8-1	
B.	Assets Within the Distribution System	8-1	
c.	Assets Below the Distribution System	8-1	
CHAPTER 9	REJECTION AND ROUTING OF TRANSACTIONS.	9-1	
A.	Rejection of Transactions.	9-1	
B.	Routing of Transactions.	9-1	
CHAPTER 10	CORRECTION/CHANGE OF STORAGE ITEM RECORDS	10-1	
A.	General	10-1	
B.	Item Correction/Change Notifi cation	10-1	
c.	Storage Activity Action.	10-1	
D.	Logi stics Reassignments (LR)	10-1	
CHAPTER 11	LOGISTICS REASSIGNMENTS.	11-1	
A.	General	11-1	
B.	Pol icy.	11-1	
C.	Pre-ETD Actions.	11-3	
D.	ETD Period Action s.	11-5	
E.	GIM Post-ETD Actions	11-6	
F.	LIM Post-ETD Actions	11-7	
G.	Receipt Processing After ETO	11-8	
H.	Fol lowup for Asset Data.	11-10	
I.	Reply to Fol lowup for Asset Data	11-10	
CHAPTER 12	SMALL ARMS SERIAL NUMBER REGISTRATION AND REP OPT ING	12-1	
A.	Scope	12-1	*
B.	General Requirements	12-1	*
c.	Object ives	12-2	*
D.	Excl union s.	12-3	*
E.	Del ineation of Responsi bilities	12-3	*
F.	Safeguarding and Physical Security of ADP "		
	Record ed Data	12-5	*
G.	Operating Procedures	12-6	*
H.	Time Standards for Processing Updates and Fol lowups for Shipments and Receipts	12-10	*

		<u>Page No.</u>
CHAPTER 13	SPECIAL PROGRAM REQUIREMENT TRANSACTIONS	13-1
A.	General	13-1
B.	SPR Submission and Routing	13-2
C.	ICP Processing of SPR Requests,	13-2
D.	Followup on SPR Requests	13-3
E.	ICP Action on SPR Followup	13-3
F.	Modification of SPR Requests	13-3
G.	Response to SPR Modifier	13-3
H.	Cancellation of SPR Requests	13-3
I.	Response to SPR Cancellation	13-4
J.	Acceptance/Rejection of Substitute Item.	13-4
K.	Response to Substitute Item Rejection.	13-4
L.	Retention of SPR Requests.	13-4
M.	Follow-On Status	13-5
N.	Preparation of SPR Requisitions.	13-5
O.	Logistics Reassignments.	13-5
CHAPTER 14	LOGISTICS ASSET SUPPORT ESTIMATE	14-1
A.	General	14-1
B.	Scope.	14-1
C.	Asset Support Requests	14-1
D.	Asset Support Replies.	14-2
E.	Followup on Asset Support Requests	14-2
F.	IMM Action on Asset Support Request Followup	14-3
G.	Transaction Rejects and Status Notifications	14-3
H.	Activities Authorized to Submit Asset Support Requests	14-4
CHAPTER 15	WAR MATERIEL REQUIREMENTS AND SIMULATED MOBILIZATION EXERCISES ,	15-1
A.	Purpose.	15-1
B.	War Materiel Requirements	15-1
C.	Simulated Mobilization Exercise.	15-2
APPENDIX A	FORMS	
	Index.	A-i
	Introduction	A-1
A1	DD Form 1348m , "DoD Single Line Item Requisition System Document (Mechanical)".	A1-1
A2	(Reserved for Future DoD Assignment).	A2-1
A3	DD Form 1486, "DoD Materiel Receipt Document "	A3-1
A4	DD Form 1487, "DoD Materiel Adjustment Document".	A4-1
A5	DO Form 2338, "Report of Inventory Control Effectiveness"	A5-1

Page No.

APPENDIX B CODES

	Index.	B-1
B1	Document Identifier Codes.	B1-1
B2	Reserved	
B3	Type of Physical Inventory/Transaction History Codes	B3-1
B4	Ownership Codes	B4-1
B5	Purpose Codes	B5-1
B6	Federal Condition Codes.	B6-1
B7	Management Codes.	B7-1
B8	Correction/Change Codes For Storage Item Records.	B8-1
B9	Reject Advice Codes.	B9-1
B10	Asset Status/Transaction Reporting Codes	B10-1
B11	Asset Transfer Status Codes.	B11-1
B12	Special Program Requirement Status Codes	B12-1
B13	Small Arms Transaction Codes	B13-1
B14	Small Arms Error Transaction Reject Codes.	B14-1
B15	Reserved	B15-1
B16	Request Codes (Asset Support Requests)	B16-1
B17	Type of Medi abodes.	B17-1
B18	Error Classification Codes	B18-1
B19	Other Codes	B19-1

APPENDIX C FORMATS

	Index	C-i
	Introduction	C-1
C1	Materiel Receipt - Procurement Instrument Source	c1-1
C2	Materiel Receipt - Other Than Procurement Instrument Source.	C2-1
C3	Issue	C3-1
C4	Inventory Adjustment - Increase or Decrease.	C4-1
C5	Inventory Adjustment - Increase or Decrease (Logistics Transfer/Capitalization/ Decapitalization).	C5-1
C6	Inventory Adjustment - Increase or Decrease (Ownership Transfer)	C6-1
C7	Single Managed Conventional Ammunition Freeze/Unfreeze Action	C7-1
C8	Reserved.	C8-1
C9	Inventory Adjustment - Dual (Condition/Purpose Transfer).	C9-1
C10	Inventory Adjustment - Dual (Ownership Transfer)	C10-1
C11	Due-In - Procurement Instrument Source	C11-1
C12	Logistics Transfer /Decapitalization	C12-1

C13	Due-In - Other than Procurement Instrument Source.	C13-1
C14	Backorder	C14-1
C15	Demand	C15-1
C16	Physical Inventory Request	C16-1
C17	Physical Inventory Notification.	C17-1
C18	Reserved	C18-1
C19	Physical Inventory Count	C19-1
C20	Logistics Transfer /Decapitalization Followup	C20-1
C21	Reply to Logistics Transfer /Decapitalization Followup	C21-1
C22	Logistics Transfer Delinquent Due-In Followup (Reserved).	C22-1
C23	Logistics Transfer Due-In Followup Response (Reserved).	C23-1
C24	Logistics Transfer Reconciliation Due-In Request (Reserved)	C24-1
C25	Logistics Transfer Reconciliation Due-In Response (Reserved)	C25-1
C26	War Materiel Requirements Data	C26-1
C27	Small Arms Multi-Field Corrections	C27-1
C28	Small Arms Mass Stock Number Change.	C28-1
C29	Small Arms Correction.	C29-1
C30	Small Arms Receipt/Shipment Followup	C30-1
C31	Small Arms Reconciliation/Reject Followup	C31-1
C32	Weapon Serial Number Control	C32-1
C33	Small Arms Reconciliation/Reject	C33-1
C34	Asset Support Request.	C34-1
C35	Asset Support Reply (Asset Data)	C35-1
C36	Asset Support Reply (Backorder Data)	C36-1
C37	Asset Support Request Followup	C37-1
C38	Pre-Positioned Materiel Receipt (Procurement Instrument Source).	C38-1
C39	Pre-Positioned Materiel Receipt (Other Than Procurement Instrument Source).	C39-1
C40	Materiel Receipt Followup (Procurement Instrument Source)	C40-1
C41	Materiel Receipt Followup (Other Than Procurement Instrument Source).	C41-1
C42	Reply to Materiel Receipt Followup (Procurement Instrument Source).	C42-1
C43	Reply to Materiel Receipt Followup (Other Than Procurement Instrument Source).	C43-1
C44	Special Program Requirement Request.	C44-1
C45	Special Program Requirement Cancellation	C45-1

*

REFERENCES

- (a) DoD Directive 4000.25, "Administration of Defense Logistics Standard Systems," November 18, 1983.
- (b) Joint Chiefs of Staff Publication 1, "DoD Dictionary of Military and Associated Terms," April 1, 1984, authorized by DoD Directive 5000.9.
- (c) DoD 4140.27-M, "Shelf-Life Item Management Manual," August 26, 1986, authorized by DoD Instruction 4140.27.
- (d) DoD Directive 5160.65, "Single Manager for Conventional Ammunition," November 17, 1981, authorized by Joint Ordnance Command Group.
- (e) DoD 5(125.1-M, "DoD Directives System Procedures," April 1, 1981, authorized by DoD Directive 5025.1.
- (f) JANAP 128 (I), "Automatic Digital Network (AUTODIN) Operating Procedures," March 1, 1983.
- (g) DoD 4000.25-10-M, "Defense Automatic Addressing System," April 5, 1985, authorized by DoD Directive 4000.25.
- (h) DoD 4000.25-1-M, "Military Standard Requisitioning and Issue Procedures (MILSTRIP)," May 1, 1987, authorized by DoD Directive 4000.25.
- (i) "Federal Acquisition Regulation," April 1, 1984.
- (j) Military Standard 129, "Military Standard Marking for Shipment and Storage," latest revision.
- (k) DLAR 4140.55/AR 735-11-2/SECNAVINST 4355.18/AFR 400-54/MCO 4430.3J, "Reporting of Item and Packaging Discrepancies," October 1, 1986, authorized by DoD Directive 4000.25.
- (l) AR 55-38/NAVJAGINST 4610.33C/AFR 75-18/MCO P4610.19D/DLAR 4500.15, "Reporting of Transportation Discrepancies in Shipments," May 1, 1982.
- (m) DLAR 4155.24/AR 702-7/SECNAVINST 4855.5/AFR 74-6/MCO 4855.5E, "Reporting of product Quality Deficiencies Across Component Lines," July 14, 1987.

- (n) DLAR 4140.60/AR 12-12/SECNAVINST 4355.17/AFR 67-7/MCO 4140.1E, "Processing Discrepancy Reports Against Foreign Military Sales Shipments," October 1, 1986, authorized by DoD Directive 4000.25.
- (o) DLAR 4155.3/AR 30-12 /NAVSUPINST 4355.2 D/AFR 74-5/MCO 1011 0.21F, "Inspection of Subsistence Supplies and Services," November 3, 1986.
- (p) DoD Instruction 4140.49, "Movement of Stocks from Attrition Sites," March 17, 1981.
- (q) DoD 4000.25-3-M, "Military Supply and Transportation Evaluation Procedures (M INSTEP)," September 10, 1987, authorized by DoD Directive 4000.25.
- (r) DoD 4140.25-M, "Management of Bulk Petroleum Products, Storage, and Distribution Facilities," July 8, 1988, volume V - MILS PETS, authorized by DoD Directive 4000.25.
- (s) Joint Chiefs of Staff Publication 6, "Joint Reporting Structure," (Volume II Joint Reports, Part 4, Nuclear Weapons Reports, Section 5, Stockpile Inventories and Inventory Reports).
- (t) DoD Instruction 4140.35, "Physical Inventory Control for DoD Supply System Materiel," June 30, 1987.
- (u) Military Standard 105, "Sampling Procedures and Tables for Inspection by Attributes," latest revision.
- (v) DoD Directive 4410.6, "Uniform Materiel Movement and Issue Priority System," October 30, 1980.
- (w) DLAM 4140.2, AR 735-110, NAVSUPINST 4400.79, MCO P4400.101, "Supply Operations Manual , Distribution System Procedures," Volume I, April 15, 1965.
- (x) DoD Directive 4155.1, "Quality Program," August 10, 1978.
- (y) DoD 7420.13-R, "Stock Fund Operations," June 1986, authorized by DoD Directive 7420.1.
- (z) DoD 7220.9-M, "Department of Defense Accounting Manual," October 1983, authorized by DoD Instruction 7220.9.
- (aa) DoD Instruction 4140.37, "Asset Knowledge and Control of Secondary Items," August 7, 1969.
- (bb) DoD Instruction 5010.12, "Management of Technical Data," December 5, 1968.

- (cc) DoD 7200.10-M, "Department of Defense Accounting and Reporting of Government Property, Lost, Damaged, or Destroyed," May 16, 1977, authorized by DoD Directive 7200.10.
- (old) DoD 5100.76-M, "Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives," February 1983, authorized by DoD Directive 5100.76.
- (ee) DoD Instruction 4140.52, "DoD Small Arms Serialization Program," July 31, 1984.
- (ff) DoD 4160.21-M, "Defense Utilization and Disposal Manual," September 1982, authorized by DoD Directive 41411.26.
- (99) DoD 5200.1-R, "Information Security Program Regulation," June 1986, authorized by DoD Directive 5200.1.
- (hh) DoD Directive 4140.2, "Management of War Reserves," December 4, 1974.
- (ii) DoD Instruction 4140.21, "Management of War Reserves for Integrated Items Assigned to the Military Departments, the Defense Supply Agency and the General Services Administration," December 31, 1974.
- (jj) DoD Instruction 4140.47, "Secondary Item War Reserve Requirements Development," February 24, 1984.
- (kk) "DoD Federal Acquisition Regulation Supplement," 1986 Edition.
- (11) DoD 4100.38-M, "Department of Defense Provisioning and Other Preprocurement Screening Manual," November 1, 1983, as authorized by DoD Directive 4130.2.
- (mm) (Deleted)
- (nn) DoD 4100.39-M, Vols. 1-16, "Defense Integrated Data System (DIDS) Procedures Manual," undated, authorized by DoD Directive 4100.39.

rejected documentation occurring since the last completed inventory, the last location reconciliation which included quantity, or back one year, whichever is sooner. The purpose of causative research is to identify, analyze, and evaluate the cause of inventory discrepancies with the aim of eliminating repetitive errors. Causative research ends when the **cause** of the discrepancy has been discovered or when, after review of the transactions, no conclusive findings are possible.

SENSITIVE ITEMS. (See Controlled Inventory Items)

SHELF-LIFE. The total period of time beginning with the date **of** manufacture/cure/assembly [or **inspection/test/restorati**ve action] that an item may remain in the combined wholesale (including manufacturer) and retail storage system and **still** remain suitable **for** issue/use by the end user. Shelf-life is not to be confused with service life, which is a measurement of anticipated average or mean life **of** an item. (DoD **4140.27-M** (reference (c)).) Supply condition codes applicable to shelf-life items are described in appendix B6.

SHELF-LIFE ITEM. An item of supply possessing deteriorative or **unstable** characteristics to the degree that a storage time period must be assigned to assure that it **will** perform satisfactorily in service (DoD **4140.27-M** (reference (c)).) (See Type **I** Shelf-life Item and Type **II** Shelf-Life Item.)

SHELF-LIFE EXPIRATION DATE. The date beyond which nonextendable shelf-life items Type **_____** should be discarded as no longer suitable for issue or use. (DoD **4140.27-M** (reference (c)).)

SHELF-LIFE INSPECTION/TEST DATES. The date by which extendable shelf-life items (Type **II**) should be subjected to inspection, test, or restoration. (DoD **4140.27-M** (reference (c)).)

SINGLE MANAGER FOR CONVENTIONAL AMMUNITION. The responsibility assigned to the Secretary of the Army by the Secretary of **Defense** for the procurement, production, supply, and **maintenance/renovati**on of conventional ammunition within the DoD. Specific responsibilities, functions, authority, and relationships are set forth in DoD Directive **5160.65** (reference (d)).

SMALL ARMS. For the purpose of **small** arms reporting (chapter **12**), **small** arms are defined as handguns; shoulder-fired weapons; light automatic weapons up to and including **.50** caliber machine guns; **recoilless rifles** up to and including **106mm**; mortars up to and including **81mm**; rocket launchers; man-portable; grenade launchers, rifle and shoulder fired; and individually operated weapons which are portable and/or can be fired without special mounts or firing devices and which have potential use in civil disturbances and are vulnerable to theft.

SMALL ARMS REGISTRY FILES. (See Active File, Inactive File, History File.)

SMALL ARM SERIAL NUMBER. The total series of characters appearing on the **iring** component part of a small arm.

SMALL ARMS TRANSACTION REPORTING. Reporting of individual transactions affecting the small arms serial numbers' status within any Component Registry.

STOCK CONTROL ACTIVITY. The organizational element of a distribution system which is assigned responsibility for maintaining inventory data on the quantity, ownership/purpose, condition, and location of materiel which is due-in, onhand, and backordered to determine availability of materiel for issue and to facilitate distribution and management of materiel.

STORAGE ACTIVITY. The organizational element of a distribution system which is assigned responsibility for the physical handling " of materiel incident to its check in and inspection (receipt), its keeping and surveillance in a warehouse, shed, or open area (storage), and its selection and shipment (issue).

TECHNICAL DATA. Recorded information used to define a design and to produce, support, maintain, **or** operate items of materiel. These data may be recorded as graphic or pictorial delineations in media such as drawings or photographs; specifications or related performance of design type documents; in machine forms such as punched cards, magnetic tape, computer memory printouts; or may be **retained** in computer memory. Examples of recorded information include engineering drawings and associated **lists** specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information.

TYPE I SHELF-LIFE ITEM. An item of supply which is determined through an evaluation of technical test data and/or actual experience to be an item with a definite nonextendable period of shelf life.

TYPE II SHELF-LIFE ITEM. An item of supply having an assigned **shelf-life** time period that may be extended after completion of inspection/test/restorative action.

UNCLASSIFIED PROPERTY RECORD. A stock account belonging to a DoD activity whose mission is not classified, whereas a classified account contains information of a sensitive **nature**, the disclosure of which may be detrimental to the U.S. Government's interest (e.g., small arms belonging to intelligence gathering activities).